

Cashier Shift Audit Checklist

Cashier Name

Shift Date

Shift Time

Checklist

- ☐ Cash counted and reconciled
- ☐ Receipts and vouchers reviewed
- ☐ Cash register is balanced and closed
- ☐ Any discrepancies documented
- ☐ Cash drop completed
- ☐ Workstation cleaned and organized

Comments/Notes

Audited By

Date